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CONFIDENTIAL

TLO Meetings

MINUTES

TRAINING	OFFICERS	MEETING
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Thursday 9 Sep 54 Document No. NO CHANGE in Class.

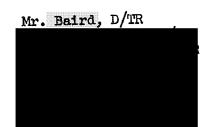
DECLASSIFIED
Class. CHANCED TO: TS S
DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 6FL- 8 By: 02

Attendance:

25X1A





25X1A

Mr. Baird requested that old business from the previous meeting be included in the agenda.

1. Management Courses:

25X1A

25X1A

raised a question as to who should go into the courses and asked for a brief run-down on the Management Courses.

explained that Basic Management, formerly Management Course A, is designed for the middle management or branch chief level, GS-11 through GS-15, aiming particularly at the GS-13 supervisor. It provides an opportunity for 40 hours of reading, discussion, and case study based on 50 years of accumulated experience in the management field, aimed at improving CIA management practices. It takes up in more detail the same subjects as the Human Resources Course, Basic Supervision, formerly Management Course B, is designed for first-line supervisors, who range from GS-5 through GS-12; emphasis is less on aspects such as planning and coordination and more on direction and control problems.

Mr. Baird requested to add the Management Courses to the registrar's weekly report.

25X1A

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	7. CS Training Quotas:	
25X1A	reported that meeting of Division heads on Thursday,	
25X1A	2 September 1954, announced that the 5% quota of personnel to be enrolled at all times in training would be broken down into two categories: Headquarters quota and field quota.	0EV4
25X1A	expect the field quota to be filled for the first quarter. Messrs. presented the reasons advanced by Division personnel for impossibility of filling the quota: (a) small percentage of	25X1A
25X1C	personnel returning and available for training; (b) (c) only 70% of	25X1
	field personnel are professional (others are clerical) and their release for training would cripple operations. Stated 2 that it should be understood that OTR did not originate the quota idea, that it came from General Cabell and that the 5% figure had been established by Mr. Wisner, after commitments by all chiefs of area divisions.	25X1A
	8. Enrollments in OTR Courses:	
25X1A	Mr. Baird stressed the fact that enrollments in scheduled courses are still too low; for example, there are no enrollments for the CFA #6. said that RO #7 scheduled for 20 September would be cancelled; there are only three enrollments, and the RO staff has been detailed to assist RQM to prepare a paper for the IAC. The RO course can be offered after 15 October if there are sufficient enrollments.	
05.74.4	9. Training Officers Meeting, 17 September 1954:	
25X1A	will notify that his attendance is desired at the meeting for discussion of pre-testing matters.	25X1A
25X1A		

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CORRECTION OF MINUTES - TRAINING OFFICERS MEETING 2 September 1954.

Paragraph "1. Language Training:" Corrected to read as follows:

The divisions consider language an additional qualification for a case officer, and not a prime requisite; they feel they cannot spare a man for one year or more of language study unless they have first assured themselves of his ability as a case officer. was decided that should consult with

25X1A on the OTR staff study on this subject. 25X1A

stated that in SR Division, external language training acts 25X1A neither as a guarantee of promotion nor as a deterrent to it. She also said that no student reports had been received for students enrolled 25X1A in external language courses was advised to

25X1A consult with

25X1A

regarding reports.

25X1A

Paragraph "5. New Quota Training System:" Corrected to read as follows:

Mr. Wisner and The minutes of a meeting with General Cabell,
The minutes point out that the quota system 25X1A